

**NOTICE OF INTENT TO ADOPT**  
**Board Action taken on January 21, 2010 to formally adopt**  
**New Wording is in BOLD**

**Rule 3.G**      **Public Records**

All public requests to inspect, copy or mechanically reproduce or obtain a reproduction of any public record of the Mississippi State Board of Nursing Home Administrators (Board) must be submitted in writing to: Mississippi State Board of Nursing Home Administrators, 1755 Lelia Drive, Suite 305, Jackson, Mississippi, 39216. This rule is not intended to apply to any record or other document, which is exempted or privileged under the provisions of the Mississippi Public Records Act.

The written request must be typed or clearly hand printed on a letter size piece of paper and must specify in detail the public record(s) sought. The request must include a description of the type of record, dates, title of a publication, and other information which may aid in locating the record. No verbal or telephone requests for records will be accepted.

Under the Public Records Act, documents that are exempt from public access to records include, but are not limited to, personnel records, appraisal records, attorney communications and work products of attorneys, investigative reports, licensure applications and examination records, and individual tax records.

The Board, upon receipt of any public records request, shall review same and determine whether the records sought are exempt or privileged by law and shall either produce the records or allow access to records or deny access to or production of the records sought within fourteen (14) working days of the receipt of the request by the Board

Pursuant to the Public Records Act, the Board will give notice to any third party when a request for information is made for documents furnished to the Board by the third party. Third party information will not be released without the prior written consent of the third party authorizing the release of the information and/or until the third party has been provided with notice of the public records request and an opportunity to seek a court order protecting such records from public review. No third party information will be released by the Board if the third party obtains a court order prohibiting the disclosure of such information.

All inspection, copying or mechanical reproduction shall be done in the offices of the Board or such other reasonable place within the State of Mississippi as may be designated by the Board.

When possible, nonexempt material will be separated from exempt material and only the exempt material will be withheld.

If the Board determines that the records requested are exempt or privileged under the law, the request shall be denied and the person making the request will be provided a statement of the specific reasons for the denial. Such denials shall be kept on file for inspection by any person for three (3) years from the date such denials are made.

Public records of the Board will be made available at the Board office during regular hours (8:00 a.m. through 5:00 p.m., Monday through Friday) by appointment.

The requester must pay the Board in advance for the cost of searching, obtaining from storage, reviewing, shipping and/or duplicating the requested records. Such payment must be sufficient to cover the actual costs to the Board of complying with the public records request. There shall be a charge of \$1.00 per page for each copy. Copies printed on both sides (front and back) shall be considered as two pages for copy charge purposes. Mailing cost shall be calculated at the applicable rate for each such mailing. If the request involves notice being given to a third party, the cost of mailing such notice to the third party shall be charged to the requester. Cost of obtaining records from any state storage facilities and the search for the records shall be charged to the requester.

Payment by the public records requester must be made by money order or certified check.

The Board has also established a schedule of standard fees for frequently requested documents and information, directory or labels of licensed Nursing Home Administrators, and electronically accessible data. The schedule of standard documents and fees is listed below.

**Rule 3.H****Fee Schedule****Application Fees:**

Administrator-in-Training Application	\$150.00
Endorsement / Reciprocity Application	\$150.00
Reinstatement Application	\$150.00
Temporary Permit Application	\$200.00

**License Fees:**

Renewal Fee	\$450.00
Renewal Late Fee	\$150.00
Temporary Permit Fee	\$ 50.00
Reinstatement Fee	\$450.00

**Continuing Education Fees:****Sponsor Fees:**

1 – 6 hours	\$150.00
Each additional hour over 6 per program	\$ 30.00
Each additional presentation of same program	\$ 80.00
Individual Request Fee:	\$ 50.00

Fee for Release of Licensure Information to Another State Board (Endorsement Questionnaire)	\$ 50.00
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Duplicate Large License	\$ 50.00
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State Test Fee	\$ 75.00
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State Study Packet (Designed for preparation for the State Test)	\$ 50.00
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Returned Check Fee	\$ 50.00
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Directory of Licensed Administrators (paper Directory, diskette, or labels)	\$100.00
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Rules and Regulations	Actual cost of printing/ Duplicating per page
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